2017-2018
Tennessee Promise Forward Grants

TENNESSEE HIGHER EDUCATION COMMISSION
REQUEST FOR PROPOSALS
AND
GUIDELINES FOR SUBMISSION

Notice of Intent Due
July 13, 2017

Proposals Due
August 4, 2017

Request for Proposals

Appendices

I. Overview

In 2013 Governor Bill Haslam launched the Drive to 55 campaign – a comprehensive set of programs, policies, and initiatives that aim to increase the percentage of Tennesseans with a degree or credential from 32 percent to 55 percent by the year 2025. By making educational attainment his top priority, Governor Haslam has challenged higher education to revisit traditional processes, seek new approaches, and develop student-centered pathways in order to meet the 55 percent attainment goal. THEC's desire to support Tennessee Promise students once enrolled in higher education grew as a response. In 2015, THEC launched the Tennessee Promise Forward (Promise Forward) initiative, a competitive grant program aimed at increasing retention among Tennessee Promise students, using federal College Access Challenge Grant funds. As a result of this initial work, THEC has received a non-recurring state allocation to continue this initiative for the past two years.

The current grant competition is funded through an $800,000 non-recurring allocation included in the Governor's fiscal year 2018 budget. The Tennessee Higher Education Commission (THEC) anticipates awarding approximately four grants with a maximum award of $200,000. Grants will be 24 months in length beginning September 20, 2017 and ending September 19, 2019.

The focus of this request for proposals is to support the broader Drive to 55 efforts through the design and implementation of programs and services at Tennessee community colleges designed to increase postsecondary retention and completion among Tennessee Promise students.

II. Grant Details

A. Eligibility
Applicants will be considered eligible for the Promise Forward grant with the following conditions:

- A Tennessee public community college must serve as the applicant and fiscal agent.
- Applicants may not currently be administering a Promise Forward grant. Institutions cannot administer two grants simultaneously.
- Projects must serve all Tennessee Promise students enrolled at the institution.
- Tennessee Promise students, for the purpose of this grant, are all students who qualify for the scholarship regardless of whether students actually received Tennessee Promise funds. For example, a student who received a full Pell award but met the all Tennessee Promise requirements must receive grant services.

- Projects must be supported by relevant research, or otherwise considered a best practice by a reputable professional organization, explaining how the intervention may lead to increased retention.
- A letter of support from the institution's local Tennessee Promise partnering organization is highly encouraged but not required.

The following institutions are eligible to apply:

- Chattanooga State Community College
- Dyersburg State Community College
- Motlow State Community College
- Nashville State Community College
- Roane State Community College
- Southwest Tennessee Community College
- Volunteer State Community College
- Walters State Community College

B. Timeline

To answer questions and provide further information regarding Promise Forward grant goals and the application process, THEC will provide a webinar for institutions at 1:30pm CDT on July 10, 2017. Participation in the webinar is not required to be eligible for the grant. The webinar details and registration are posted on THEC's website (http://tn.gov/thec/article/promise-forward).

Institutions must submit a statement of their intent to apply for a Promise Forward grant by July 13 at 4:00 PM CDT. Final proposals are due by 4:00 PM CDT on August 4, 2017.

A timeline for the Promise Forward grant is as follows:

Tennessee Promise Forward Grant Timeline	
Event	Date
THEC Releases Promise Forward RFP	6/30/2017
Technical Assistance Webinar for Institutions	7/10/2017 at 1:30 PM
Deadline to Submit a Notice of Intent	7/13/2017 by 4:00 PM
Proposals Due to THEC from Institutions	8/4/2017 by 4:00 PM
THEC Announces Grant Award	9/1/2017
Mandatory Project Director Webinar	9/2017
Grant Activities Begin	9/20/2017
Grant Activities Conclude	9/19/2019

C. Award Amount and Duration

The current grant competition is funded through an $800,000 non-recurring allocation included in the State of Tennessee FY18 budget. THEC anticipates awarding approximately four grants with a maximum award of $200,000. Grants will be 24 months in length beginning September 20, 2017 and ending September 19, 2019. Any awarded grants are subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, THEC reserves the right to terminate this initiative upon written notice to the institution.

THEC reserves the right to fund a proposal in full or in part, to request additional information to assist in the review process, to reject any of the proposals responding to the RFP and to re-issue the RFP and accept new proposals if THEC determines that doing so is in the best interest of the state of Tennessee.

All costs incurred in preparation of a proposal shall be borne by the applicant. Proposal preparation costs are not recoverable from grant funds.

THEC reserves the right to withhold funding if at any point the program is not adhering to the requirements of the state-funded program, applicable laws and regulations, stated results and outcomes, or the goals and objectives declared in this RFP. THEC staff reserve the right to attend any training or project activity to ensure the fidelity of this program.

D. Notice of Intent

THEC requires institutions to send letters of intent to indicate plans to submit a grant proposal. The letter should identify a campus liaison with whom THEC will communicate throughout the application process and must include the signature of the college president.

Letters are due from institutions to THEC via email to Leigh Ann Bodie at leighann.bodie@tn.gov by 4:00 PM CDT on July 13, 2017. The subject line must read "Tennessee Promise Forward" with the intuition's name.

E. Submission of Grant Application

The grant proposal submission deadline is August 4, 2017 at 4:00 PM CDT. Submissions should be emailed to Leigh Ann Bodie at leighann.bodie@tn.gov. Proposals should be no longer than 15 pages. The page limit excludes the project abstract, timeline, budget items, letters of commitment, and any applicable curriculum vitae. Incomplete applications will not be considered.

F. THEC Monitoring Policies and Grant Reporting

To measure the success of the proposed projects, THEC will require grantees to participate in quarterly monitoring calls and complete monitoring documents prior to each call. Monitoring documents will include the status of each milestone listed in the project timeline and a written narrative. Grantees will also be required to submit two performance reports containing data and narrative information detailing the project's implementation. Performance reports will be due in summer 2018 and 30 days following the project's conclusion. Final grant reimbursements will not be made until the final performance report is received.

G. Sustainability and Scalability

Projects should consider that, if successful, interventions have the potential to adapt in a feasible and cost effective manner to serve the diverse student body that make up Tennessee's community colleges. While Tennessee Promise students represent traditional age students, proposals should describe how the plan may be expanded or adapted to serve the entire community college population, such as non-traditional and adult learners. Proposals should include relevant research or promising practice.

III. Proposal Components

A. Cover Page

Applicants must complete the cover page in the Promise Forward proposal packet and include all required signatures (Appendix D). Applicants must designate a project manager and a primary contact during the application process (these can be the same individual) to report to THEC. Applicants should identify the contact(s) by listing first and last name, title, and contact information including telephone and email information on the cover page.

B. Section 1: Project Abstract

Applicants should include a project summary/abstract no longer than half a page. This will be used to describe funded proposals in publications and on THEC's website.

Note: The project abstract does not count toward the 15 page limit.

C. Section 2: Project Proposal

The proposed project must be designed to produce **broad reaching, systemic changes in the areas of advising and student success with the intent of dramatically increasing retention among Tennessee Promise students**.

Proposed projects that only serve a proportion of Tennessee Promise students will not be funded, nor will projects that require participants to self-select or opt-into a program to receive services. The following are examples of projects that are supported by research,[1] [2] campus-wide in scope, and have demonstrated early evidence of promise in Tennessee:

- <u>Proactive advising</u>: connecting with at-risk students before they begin to struggle and mandating advising for those who may not otherwise seek it. Advising focuses on academic planning, early registration, and degree completion. One example would be to mandate advising prior to course registration.
- <u>Early alerts and interventions</u>: early academic warnings are triggered when faculty identify students who are struggling which notifies advisors or completion specialists to follow-up with students and provide support. One example of this would be the integration of retention solution software, a strategic plan for training faculty, and a comprehensive advising model.
- <u>Technology assisted advising</u>: using technology, such as two-way text messaging, to supplement proactive advising efforts and "nudge" students to complete key tasks. One example would be to incorporate a two-way text messaging platform into the institution's advising plan and to develop a research-based communications strategy. [3]
- <u>Supplemental instruction</u>: small, regularly scheduled, supplemental classes for students enrolled in courses that historically have been challenging for students. Instructors may be the professor, an assistant, or even a peer who was successful in the class.
- <u>First year experience programs</u>: creating a smaller community within the larger campus for first-year students. Examples include required orientation programs and subsequent learning communities where students take at least two linked courses together as a cohort.
- <u>Policy Levers</u>: Promising practices include changing institutional policies to promote completion. This could include mandatory orientation, required advising prior to registration, a required student success course, etc.

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[1] Center for Community College Student Engagement. (2012). A Matter of Degrees: Promising Practices for Community College Student Success (A First Look). Austin, TX: The University of Texas at Austin, Community College Leadership Program.

[2] Securing the Future: Retention Models in Community Colleges (College Board Advocacy and Policy Center, 2012). https://cerpp.usc.edu/files/2013/10/Community-college-securing-future-retention-models1.pdf

[3] Castleman, B., & Page, L. (2015). Summer nudging: Can personalized text messages and peer mentor outreach increase college going among low-income high school graduates? *Journal of Economic Behavior & Organization, 115*, 144-160.

Proposals must include a detailed description of the proposed interventions and how those interventions will increase student retention. Project descriptions should provide:

1. A historical overview of campus retention rates and existing completion initiatives. Description of institutional strengths or challenges that may have impacted the outcomes to-date. Provide specific details of the anticipated Tennessee Promise cohort to be served, including projected headcount.

2. A description of the proposed project, associated activities, and the rationale for choosing the intervention, including relevant research. The narrative should address how the proposed project will specifically increase retention rates. Describe any other anticipated outcomes on student success and internal campus policy.

3. A description of how the proposed project aligns with, builds upon, or enhances the Advising Template created as a part of the TBR Advising Academy in March, 2017 (https://www.tbr.edu/news/student-advisors-tennessees-public-colleges-and-universities-gather-first-advising-academy-2017) .

D. Section 3: Timeline

Proposals must include a detailed timeline outlining all key grant activities, milestones, and anticipated deliverables. A template is provided in the application packet.

E. Section 4: Organizational Capacity

Proposals must include an overview of the applying institution's capacity to successfully carry out the proposed project and the resources available to support grant implementation. Applicants should provide:

1. A list of individuals responsible for managing, coordinating or carrying out activities and their associated responsibilities. Include abbreviated curriculum vitae (CV) for the project director and any key personnel responsible for project implementation with salient experience highlighted.

2. A description of resources the institution commits to carry out the project, including how the applicant will adhere to the salary and benefits match requirement.

3. A brief summary of the internal collaboration across institutional departments and offices, including signed letters of support from the internal partners.

4. A brief summary of the external collaboration and signed letters of support from the external partners if the project includes external collaboration with another institution, Tennessee Promise partner organization, or other not-for profit organization.

Note: Letters of commitment for collaboration and CV do not count toward the page limit. These items should be provided as an appendix at the end of the grant proposal. CVs should be no

longer than two pages.

F. Section 5: Evaluation

Proposals must address how the institution will determine the extent to which the project interventions improve student outcomes.

Proposals must provide an evaluation plan that includes the following:

1. Clearly stated baseline data and targets for the project performance measures found in the application packet. Proposed projects are not required to address each measure, but data will be collected on each measure through the required reporting. Additionally, applicants may choose to include additional performance measures.
2. Description of how desired outcomes and targets were established using baseline data.
3. Description of how the project evaluation will be implemented, including how the institution will collect, analyze, and report required data. List the personnel responsible for project evaluation.
4. Description of how data will be used to improve student outcomes and monitor project implementation.

G. Section 6: Sustainability

Applicants must provide a detailed explanation of how the proposed interventions will be sustained beyond the life of the grant. The sustainability plan should describe how the institution plans to continue the work initially funded by the Promise Forward grant and how the institution plans to adjust, in terms of institutional capacity, personnel, dedicated funding and/or other resources that will be brought to bear in order to support Tennessee Promise students after the conclusion of the grant.

H. Section 7: Project Budget

All proposed budget items must directly link to the delivery of student services. Both a Project Budget Summary Form, including the line-item detail, and a written narrative for each budget line item is required. Funds **may not be used to supplant** existing programs. A description of each line item is included in Appendix D. Please note specific requirements for the following budget categories:

Salaries and Benefits – All salary and benefit expenditures must be linked to project services; therefore, each salary draw down must reflect the real time contributions of personnel on the project. ***Institutions are required to provide 50 percent of all salary and benefit expenditures.*** *The final grant disbursement reconciliation report shall detail all institution expenditures recorded to meet this requirement. The total amount of the grant*

award shall be reduced by the amount that the institution failed to contribute as budgeted. For example, if a part-time completion coach makes $50,000 in salaries and fringe benefits, $25,000 may come from the grant and $25,000 must be matched by the institution. For calculating fringe benefits, use your institution's current rate. This is only applicable to salaried employees. Please note that stipends for faculty advisors, peer coaches, tutors, etc. should be located in the Professional Fees line item and do not require the 50 percent match.

Note: *The institution match does not count towards the total award amount.*

<u>Food Expenditure</u> – Grant funds may not be used for food unless doing so is necessary to accomplish legitimate meeting, event or conference business. Food expenditures may be allowable at an event, provided attendance during meal time is needed to ensure full participation to achieve project goals.

<u>Participant tuition and fees</u> – Grant funds may not pay for tuition and fees.

<u>Indirect Costs</u> – Grant proposals should use the applying institution's indirect cost rate not to exceed 8 percent.

Note: *The Project Budget Summary Form and corresponding budget narrative do not count toward the page limit.*

I. Section 8: Budget Narrative

Applicants will provide a budget narrative for each budget line-item. The budget narrative explains 1) the basis for estimating the costs of each line item and, 2) how major cost items relate to the proposed project activities. Budget forms and budget narrative must justify effective and efficient use of funds and describe the full range of resources needed to accomplish project goals.

Both the budget and budget narrative must align with the proposed project, size of the service area, number of students served, and resources needed to fully and successfully implement the program.

IV. Application Procedures

A. Preparation of the Application

The narrative sections of the proposal must have one inch margins, single spaced, and the font used must not be smaller than 11-point. The project abstract, timeline, letters of support, curriculum vitae, and budget items do not count toward the page limit.

The proposal sections must be labeled and must be returned in order, as shown:

- Cover Page, signatures required
- Project Abstract
- Project Proposal
- Timeline
- Organizational Capacity
- Evaluation
- Sustainability
- Project Budget
- Budget Narrative
- Appendices: letters of support and curriculum vitaes

B. Submission

Applicants must submit a completed signed application packet electronically, located in Appendix D, to leighann.bodie@tn.gov. To be considered for funding, proposals must be received by THEC no later than 4:00 PM CDT on August 4, 2017. Incomplete applications will not be considered. An application checklist is included in the application packet.

C. Notification

Notice will be sent to the project director listed on the grant proposal within two business days confirming receipt by THEC. It is the sole responsibility of the applying institution to verify receipt of the proposal.

D. Review Process

Funding recommendations will be made by a grant review committee that will score proposals according to the guidelines in the scoring rubric. THEC will use the review committee's scores and recommendations as the primary consideration for funding and to form the basis for negotiation and final selection. Proposals will be funded based upon 1) review committee recommendations; 2) potential of the proposed project to increase student retention and completion according to research and promising practice; 3) feasibility of project cost relative to number of students served; and, 4) program sustainability and scalability.

Following award selection, THEC will contact the project director of the selected proposals to discuss any modifications to the project plan or budget that may be required before the grant is awarded. To maximize the impact of limited funds, applicants whose proposals are recommended for funding at less than the amount requested may be asked to revise the project budget and/or scope of work.

V.   *Award Administration*

A. Award Conditions

The amount of funding awarded to each institution may vary based on institutional size, number of students served, project activities, and resources needed to fully and successfully implement the project to better serve Tennessee Promise students. Awards are contingent upon THEC receiving funding from the State, availability of funds within the grant budget and upon THEC's evaluation of funded programs for compliance with project requirements and effectiveness of project implementation.

B. Grant Requirements

Each contracted institution must report its progress in meeting performance measures identified in the grant proposal to THEC and participate in periodic monitoring calls. Further information regarding reporting requirements and forms will be provided by THEC after the grant is awarded.

Appendix A – Application Checklist

Tennessee Promise Forward Grant Competition

Application Checklist

Status	Item	Date(s)
	Potential applicants participate in webinar	**July 10, 2017**
	Applicants submit Letters of Intent to Apply	**July 13, 2017**
	Completed Proposal due to THEC from Applicants	**August 4, 2017**
	Receive Confirmation of Submission from THEC	**August 8, 2017**
	Grant Awards Announced by THEC	**September 1, 2017**

Tennessee Promise Forward Grant
Reviewer Scoring Rubric

Applying Institution_____

Project Category_____

Total Project Budget_____

Funding Recommendation (yes, no, yes with modifications) _____

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
Project Proposal: *Project Description*	35		
-Does the proposal include a detailed description of the project? Does the proposal clearly articulate how the interventions will increase retention and completion of Tennessee Promise students? - Does the proposed project design reflect up-to-date research and/or effective practices? - Will the project effectively serve all Tennessee Promise students on campus? <u>Scoring Range</u> 35-Proposal includes a detailed description of the project, proposed interventions, and how the initiative will increase student retention and completion among <u>all </u>Tennessee Promise students. Project is supported by relevant research or promising practice. 18-Proposal includes some rationale for the project but may lack detail. The proposal does not clearly articulate how the intervention will increase student retention <u>or</u> the project is not supported by relevant research/ practice. 1-The proposal is lacking key information about the proposed intervention and any relevant research/best practice. It is unclear whether the proposed interventions will successfully increase student retention.			

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
Project Proposal: *Implementation Timeline*	**10**		
-Does the proposal include a detailed timeline with deliverables? -Is the proposed timeline feasible and likely to result in successful grant implementation and improved student outcomes? Scoring Range 10-The proposal includes a detailed, feasible implementation timeline that includes key milestones, responsible parties, and anticipated outcomes. 5-The proposal includes a timeline but may lack sufficient detail or is unfeasible. 1-It is unclear how the proposed project will be implemented based on the information provided.			
Organizational Capacity	**10**		
-Does the proposal list the responsible individuals and how they will contribute to the project? -Does the institution commit the resources necessary for the project to be successful? - Does the proposal demonstrate evidence of collaboration needed to execute the project? Scoring Range 10 -The institution's resources and key personnel have the capacity to successfully implement the proposed project. The project demonstrates strong collaboration. 5-The proposal lacks sufficient detail about the institution's resources or the project director's capacity to carry out the project. 1-The proposed leadership, partnerships, or institutional commitment are unlikely to adequately carry out the project. The proposal shows no evidence of collaboration.			

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
Evaluation	10		
-Does the proposal include feasible, yet ambitious targets? Does the proposal describe how the growth measures were identified? - Do desired outcomes clearly aligned with proposed interventions? -Does the proposal demonstrate the capacity to collect, analyze, and report the required data? Scoring Range 10- The interventions clearly align with the project's desired outcomes (retention, completion) and institution-specific goals. The applying organization demonstrates the intention and infrastructure necessary to collect, analyze, and use data to monitor student progress and determine appropriate interventions. Chosen targets for relevant performance measures are appropriate and reference baseline data. 5-The proposal is missing one or more of the following: plan or capacity to collect, analyze, and report necessary data; clear alignment between proposed project activities, desired outcomes (retention, completion), and chosen performance measure targets; evidence that data will be used to improve student outcomes. 1-The proposal is lacking sufficient detail and more than one of the following: plan or capacity to collect, analyze, and report necessary data; clear alignment between proposed project activities, desired outcomes (retention, completion), and chosen performance measure targets; evidence that data will be used to improve student outcomes.			

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
Sustainability	10		
-Does the proposal provide a detailed explanation of how services and activities will be sustained at the institution beyond the life of the grant? -Does the proposal show evidence of scalability and integration of the project into the institutional culture? Scoring Range 10- Proposal includes a detailed explanation of how services and activities will be sustained beyond the life of the grant and are clearly integrated into the institutional culture. 5- Proposal demonstrates the intention for grant services and activities to be sustained beyond the life of the grant but may lack sufficient detail. It is unclear if the project will be integrated into the institutional culture. 1- Proposal does not include a viable sustainability plan.			
Overall Impression	15		
-When looking at the proposal in its entirety, is there a high likelihood of success? Is the project fully integrated into the fabric of the institution? 15-There is a high likelihood of successfully increasing student retention. The project demonstrates broad-reaching efforts and/or changes in policy that fully integrate into the institution's completion strategy and serve all TN Promise students. 7-There is a moderate level of confidence that the proposed project will increase student retention based on the quality of the services provided and/or the institutional commitment. 1-There is little confidence that the project would be successful. The proposed project exists in isolation and does not adequately serve all TN Promise students.			

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
Budget	10		
-Are budget requests detailed and justified throughout the narrative? -Are resources aligned with and appropriate to the needs of the proposed project? Scoring Range 10 – Budget is complete with sufficient justifications and detail listed for each line item. Proposal identifies how the institution will meet the 50 percent match on salary and benefits. 5 – Budget lacks sufficient detail but expenditures seem to be reasonable given the scope of the proposal. 1 – Budget is incomplete and/or unreasonable given the scope of the proposal.			

GRANT BUDGET LINE-ITEM DETAIL

Salaries, Benefits and Taxes

Salaries: Enter compensation, fees, salaries and wages paid to officers, directors, trustees and full-time employees. *Institutions are required to provide 50 percent of all salary and benefit expenditures.* An attached schedule may be required showing client wages or other included in the aggregations.

Employee Benefits & Payroll Taxes: Enter (a) the institution's contributions to pension plans and to employee benefit programs such as health, life and disability insurance; and (b) the institution's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance. An attached schedule may be required showing client benefits and taxes or other included in the aggregations.

Professional Fees, Grants and Awards

Professional Fees: Enter the institution's fees and stipends to outside professionals, speakers, consultants, personal-service contractors and part-time personal. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Grants and Awards: Enter the institution's awards, grants, subsidies and other pass-through expenditures to individuals, speakers, consultants, and to other institutions, including travel and equipment allowances outside the institution. This classification includes items used in direct support of this initiative. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications

Telephone: Enter the institution's expenses for telephone, cellular phones, beepers, telegram, FAX, E-mail, telephone equipment maintenance and other related expenses used exclusively for this grant initiative.

Postage and Shipping: Enter the institution's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking and maintenance of delivery and shipping vehicles.

Occupancy: Not Applicable.

Equipment Rental and Maintenance: Enter the institution's expenses for renting and maintaining computers, copiers, postage meters and other office equipment used exclusively for this grant initiative.

Printing and Publications: Enter the institution's expenses for producing printed materials (not including posters, advertising and other marketing materials), purchasing books and publications and buying subscriptions to publications for the direct use of the institution. (Printed materials in support of conferences and meetings should be reported as a meeting and conference expense (Line 12), and printed materials and books purchased specifically for individuals should be reported as grant and award items (Line 14.)

Food: Enter the institution's expenses for food. Food may only be purchased if doing so is necessary to accomplish legitimate meeting or event business.

Other supplies: Enter any other expenses the institution anticipates here, including any incentives provided to students.

Travel, Conferences & Meetings

Travel: Enter the institution's expenses for faculty and staff travel, including transportation, meals and lodging and per diem payments.

Conference and Meetings: Enter the institution's expenses for conducting or attending meetings, conferences and conventions. Include rental of facilities, printed materials and registration fees (but not travel).

Other Non-Personnel

Enter the institution's allowable expenses for advertising, the institution's and employees' membership dues in associations and professional societies and licenses, permits, registrations and testing fees. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Reimbursable Capital Purchases

Enter the institution's purchases of fixed assets and other purchases with a minimum life expectancy of one year and purchases exceeding $5,000 for an individual item or $5,000 for a group of items. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Tennessee Higher Education Commission
Tennessee Promise Forward Grant
2017

COVER PAGE

Applying Organization:				
Designated Fiscal Agent for this Organization:				
Project Title:				
Program Director:				
Contact Name:				
Title:				
Address:				
Telephone:		Fax:		
E-Mail:				
Amount of funding Requested				$
Anticipated Number of Tennessee Promise Students to Be Served				

Certification by Authorized Official of the Designated Fiscal Agent:
The designee certifies that, to the best of his/her knowledge, the information in this application is correct and that the filing of this application is duly authorized by the applicant organization specified above.

_____
Name and Title of Authorized Official of Designated Fiscal Agent

_____   _____
Signature of Authorized Official of Designated Fiscal Agent   Date

Section 1: Project Abstract

Supply a project summary/ abstract no longer than half a page. This will be used to describe funded proposals in publications and on THEC's website.

Note: The Project Abstract does not count toward the page limit.

Section 2: Project Proposal

Provide a detailed description of the project. Describe how the proposed activities will lead to desired outcomes, including a rationale or research supporting said approach.

Section 3: Project Timeline
Complete the timeline below outlining key grant milestones and deliverables with appropriate deadlines. Note: the timeline does not count towards the page limit.

Date	Deliverable	Description (if applicable)

Section 4: Organizational Capacity

Provide an overview of the applying institution's capacity to successfully carry out the proposed project and the resources available to support implementation.

Note: Letters of commitment to collaboration and curriculum vitae do not count toward the page limit. Include these forms as an attachment at the end of the application packet.

Section 5: Evaluation

Provide a narrative outlining how the Tennessee Promise Forward activities and deliverables support the overarching goal of increasing retention and completion among Tennessee Promise students. Proposals must provide an evaluation plan articulating how the institution will measure success and use data to improve student outcomes.

Complete the following table. Include a target for each performance indicator that will be addressed through the proposed project. Baseline data should reflect the most recent class of Tennessee Promise students (2016-2017). Applicants may include additional project-specific indicators.

Performance Indicator	Baseline Data (most recent year available)		Target	
	Number	Percent	Number	Percent
EXAMPLE – 6-year graduation rate	*100*	*50%*	*130*	*65%*
Total Tennessee Promise Student Population	███████████████			
Students enrolled in or requiring learning support math				
Students enrolled in or requiring learning support English				
Students completing learning support math				
Students completing learning support English				
Students earning 12 or more credit hours per semester				
Students earning 15 or more credit hours per semester				
Students completing a FAFSA by the February 15 deadline				
Fall to Spring retention rate				
First to second year retention rate				
Graduation rate (long-term goal)				

Section 6: Sustainability
Provide a detailed explanation of how the Tennessee Promise Forward project elements will be sustained and scaled beyond the life of the grant.

Section 7: Project Budget

GRANT BUDGET				
Tennessee Promise Forward				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:				
BEGIN: September 20, 2017 END: September 19, 2019				
POLICY 03 Object Line-item Reference	**EXPENSE OBJECT LINE-ITEM CATEGORY [1]**	**GRANT CONTRACT**	**GRANTEE MATCH**	**TOTAL PROJECT**
1, 2	Salaries, Benefits & Taxes			
4, 15	Professional Fee, Grant & Award [2]			
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications			
11, 12	Travel, Conferences & Meetings			
13	Interest [2]			
14	Insurance			
16	Specific Assistance To Individuals			
17	Depreciation [2]			
18	Other Non-Personnel [2]			
20	Capital Purchase [2]			
22	Indirect Cost			
24	In-Kind Expense			
25	**GRAND TOTAL**			

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: www.state.tn.us/finance/act/documents/policy3.pdf).

[2] Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:
All food and incentive related expenses must be detailed in separate line items under the supplies category.

Salaries, Benefits & Taxes	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Professional Fee, Grant & Award	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Travel, Conferences & Meetings	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Other Non-Personnel	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Capital Purchase	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Section 8: Budget Narrative
Provide a narrative description for the costs associated with each budget line-item.